Questions through 11.19.13

1) Is a negotiated contract with a general contractor who would publicly and competitively solicit subcontractors an acceptable procurement method for this program?

See the "RFP Questions through 10.22" posted document, question #2.

It is only acceptable if the general contractor is a named partner applying as developer. In other words, the general contractor must be included as a joint applicant and subject to the general contractor fee cap identified in the homeowner and rental program manuals. When a general contractor is not included as a partner in the development team, then the developer must competitively bid the project in compliance with the HRA's two bid policy.

2) If there is a difference between the written scope and the drawings, does the drawings supersede what's written?

The scopes of work that are made available through the RFP are informational only. Developers are not required to use them in their exact format. As a result, through the RFP developers have the flexibility to interpret the scope of work as they see fit as long as the finished product meets our design guidelines that are included in the Homebuyer Program Manual. Scopes and/or drawings can be altered at the discretion of the developer. The HRA will approve the scope of work after RFP awards are made.

- 3) Our organization is applying in partnership with several different entities:
 - a. In some cases, we are forming a legal partnership and co-owning any projects we receive development status for.
 - b. In other cases, our organization intends to be the sole owner and bring different partners in to supplement our development team at a given address.

We will <u>not</u> be applying for more than one address under different partnerships. How should we structure our application?

- a. In this scenario, the HRA would view each partnership where ownership and risk are shared as a different developer applicant. As a result you will need to submit a "Part 1: Developer application" for <u>each</u> ownership scenario and submit the "Part 2: Project Application" according to the ownership scenario that applies.
- b. If the organization is applying as the sole owner, but will bring in different development team members, it should simply be stated in the Part 1: application description of development team members how many addresses the various partners may contribute to or work on. Only one Part 1 application needs to be submitted and all of the addresses under this scenario should be submitted under the single development entity.
- 4) I understand that the document says to ensure that one original and two unbound copies are submitted, but am uncertain about what "unbound" means. Is it easier to have three binders of the applications? Or is there a different way you want the application submitted?

The intent with the "unbound" copies will be to break applications apart and make copies of them. As a result it is preferred to use binder clips or paper clips that can be easily removed and facilitate copying.